

# Absence

## Absence:

- Unpaid Leave

## Manager

### PLACING AN EMPLOYEE ON UNPAID LEAVE



Note: This is for an employee who has less than 10 hours of paid time off balances or has used all of their balances.

1. If you have an employee that needs to go on unpaid leave of absence, then please work with your HR Partner. There are many moving pieces that need to be taken into consideration.